



IT'S A FACT

A DOCUMENT HOLDER CAN HELP IMPROVE POSTURE AND REDUCE EYE STRAIN



A document holder allows you to place materials you are referring to in a more comfortable viewing position. Document holders come in many shapes and sizes. The following guidelines will help in the proper selection and placement of a document holder.

General Guidelines

A document holder should be stable, but you should be able to adjust its height, position, distance, and angle of view.

Place the document holder next to your screen at the same height and distance as your monitor.

If your eyes are different strengths you may want to place the document holder on the side of your dominant (stronger) eye.

If you wear bifocals and read both the screen and hard copy document with the lower portion of your glasses; it may be more comfortable to lower the monitor and place the document holder between the keyboard and the screen.

The 20/20/20 Rule of Thumb

By using the above guidelines your eyes will be able to look from document to screen with little change in focus. This reduces eye fatigue. However, it is also advantageous to relax your eyes from the current focal length by looking away from the screen every 20 minutes and focusing on an object 20 feet away for approximately 20 seconds.

This fact sheet is a product of the U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) Ergonomics Program, providing installation-level ergonomics services, consultation, and training for the U.S. Army. If you have questions, need assistance, are looking for training, or want to schedule an assessment of your workplace, contact a USACHPPM ergonomist at 410-436-3928 or ArmyErgonomics@amedd.army.mil.